

UNIT ORDER #29 - OUTSIDE OVERTIME

PURPOSE OF THIS ORDER:

To outline the procedure for personnel assigned to the Internal Affairs Bureau (IAB), to schedule and work overtime at outside units. The responsibilities of the employee and the host unit, including schedule limitations are outlined in this directive.

PROCEDURE:

Prior to an IAB employee working overtime at another Unit, authorization from the IAB Captain and their Team Lieutenant must be received.

It is the responsibility of the individual employee to prepare a memorandum from the IAB Captain to the Unit Commander of the host facility before an employee can work outside overtime. The memorandum will specify that the employee has the approval of the IAB Captain to work overtime at the host facility.

The IAB employee shall comply with all Manual of Policy and Procedure Sections governing overtime: 03-02/280.00 OVERTIME, 03-02/280.10 OVERTIME AUTHORIZATION, 03-02/280.15 OVERTIME PROVISIONS, 03-02/290.00 OVERTIME GUIDELINES, 03-02/290.05 GENERAL GUIDELINES, and 03-02/290.10 SPECIFIC GUIDELINES.

OUTSIDE OVERTIME

It is the responsibility of the IAB employee to schedule outside overtime that does not conflict with his or her work schedule. Employees shall not adjust their schedule to work outside overtime. The employee shall complete the overtime slip and ensure that the "fund organization" of the outside Unit is placed in the upper right hand box of the slip. This will ensure that the overtime is billed to the correct facility.
